

**COTS Organizational Workgroup  
Meeting Minutes  
June 24, 1999**

**Members Present:** Jerry Simonoff, DTP; Dan Ziomek, DTP; Ray Davis, DGIF; Mike O'Neil, DSS; Gerry Pacyna, SCC; Andy Poarch, DIT.

**Members Absent:** Mike Thomas, DIT; Bernie Hill, DOC.

**Guests:** Link Parikh and Ray Lindquist, PARIKH Advanced Systems; Toby Younis and Mike Thorp, META Group.

**Agenda:**

9:00 to 9:05

Opening remarks -- Jerry Simonoff

9:05 to 9:50

Presentation and discussion of enterprise architecture strategy -- Parikh Advanced Systems

9:50 to 10:00

Break

10:00 to 11:10: General discussion of the following topics:

- The META Group and DCI sponsored Enterprise Architecture Conference in Boston (June 14-18)
- Enterprise architecture critical success factors; please review the following Web site before the meeting: [http://www.grantthornton.com/services/mc/ea/ea\\_about.html](http://www.grantthornton.com/services/mc/ea/ea_about.html)
- Project management best practices

11:10 to 11:15

Break

11:15 to 12:00

Presentation and discussion of "IT & Business Alignment (Policy, Governance and Infrastructure)" -- META Group

**Discussion:**

The general focus of the meeting was a discussion of enterprise architecture. PARIKH Advanced Systems presented their recommended strategy for developing a Commonwealth architecture. A copy of

the [PARIKH presentation](#) is attached. A second presentation on the subject of IT and business alignment, as it relates to enterprise architecture, was made by META Group. A copy of the [META Group presentation](#) is also attached.

Members of the Organizational Workgroup discussed the merits of the presentations made by both PARIKH and META Group along with additional enterprise architecture information obtained, by Dan Ziomek, at the recent META Group and DCI sponsored Enterprise Architecture Conference in Boston. A copy of a [META Group conference presentation](#) on public sector enterprise architecture, which was distributed at the meeting, is attached. Discussions resulted in a workgroup consensus that a proposed enterprise architecture governance model for the Commonwealth should be presented at the next meeting of COTS. The COTS approval of a governance model is the necessary first step in establishing a Commonwealth enterprise architecture process. The workgroup also expressed consensus regarding some common principles that should guide the start-up of the Commonwealth enterprise architecture initiative:

1. Work towards establishing a long-term process for enterprise architecture, but also focus on opportunities for quick pay back (through short-term deliverables).
2. Build from the enterprise business drivers.
3. Get high level buy-in.
4. Emphasize communication throughout the process.
5. Answer the questions: Will it cause people to change the way they do business?; Will it add value?; Will it enable leaders to make better decisions?.
6. As an initial strategy, look at a "fast track" approach that gets at the critical architecture components quickly.

Because of time constraints, the agenda item concerning project management best practices was curtailed. A copy of the [best practices](#) is attached.